Email Settings

Version 4

Emails

Activity & Digest Emails

Email Settings

There are several ways to adjust your email settings:

- From the top header bar, click your Username and in the drop down list and select "Preferences".   Adjust **Preferences** including your Activity and Digest Email notifications. Finish by clicking save.

- Some spaces have **Preferences** on the 'home' page.

- Some left menus have 'stop' or 'get' activity email.

Activity & Digest Emails

Activity emails are connected to the User Account email and are set by default for each space. They are summaries of activity inside private spaces.

Choose Daily and/or Weekly Digest Emails to ensure being up-to-date with the topics of interest. This is encouraged, especially if you are not able to login regularly. Unsubscribe in your **Preferences** or private space by selecting "stop activity email". If chosen, keep in mind your will no longer receive email updates for this space.

Email notifications = an email connected to specific content. Examples: for badge recognition, @mentions, if subscribed to a forum, content or a post you created and/or are following, read required and certain moderator features.

Daily Digest Email = summary of new content in the past 24 hours of activity

Weekly Digest Email = summary of new content in the past 7 days of activity